ISTAR/ISTART7 Administration

My Dashboard Overview

The Dashboard is the initial screen presented to any user at login. The Dashboard serves as a starting point for all system tools and functions. Information presented on the Dashboard is specifically displayed based on the user's security permissions and account type. This allows each user of the system to have their own unique page, displaying user-specific information.

Welcome, Doe, John (DistrictAdmin)

🏠 Home | 🌐 My Account | 💬 Resources/Support | 🚫 Logout | 🖨 Print Queue

Home: Returns the user to the "My Dashboard" page.

My Account: Allows user to modify their account settings, such as email address, password, or turn the signature pad on or off.

Resources/Support: Launches a new browser window displaying the ISTAR public website which contains training materials and help/support options.

Logout: Ends the user's session and returns them to the login page.

Print Queue: Allows the user to monitor the status of pending reports, as well as view them.

Message Center	Compliance and Monitoring	My Calendar	Unassigned Students

Message Center: Displays system generated messages specific to the user. Examples may include report completion notification or notification that they have been assigned a new student by an administrator. (In Development)

Compliance and Monitoring: Features a report that contains the complete list of compliance information for the assessment of school-age and preschool student within the users district/planning district account indicating if they are complete. Progress on assessments can be monitored regularly to assure compliance.

My Calendar: A listing of important events, such as a Case Conference to which the user has been invited. (In Development)

Unassigned Students (administrators only): Displays students within the administrators' scope (for example, their district) who may need special services, but have not been assigned to a case manager or teacher of record.

ISTAR/ISTART7 Administration

My Dashboard Overview

Administration Menu Panel (administrators only)

User Management: Provides an interface for adding/editing user accounts.

All Students: Provides an interface for managing student accounts and current teacher assignments.

Administrative Uploads: Provides an interface for submitting batch data entry.

Administrative Reports: Contains various administrative reports such as CODA and Transition Requirements.

Site Info: Allows administrators to customize report headings, including items such as logo, mailing address and phone/fax.

My Caseload Menu Panel

Add/Find Student: Allows a user to search for and claim students.

ISTAR Assessment: Contains those students to which the user has specific access who will be participating in the Alternate Assessment.

ISTAR Supplemental: Contains those students to which the user has specific access who will be assessed in ISTAR as a Supplemental Assessment.

ISTAR KR: Contains those students ages 0-5 to which the user has specific access. ISTAR for kindergarten readiness (KR) is required for all students this age in Part B programs.

ISTART7 IEP: Contains those students to which the user has specific access who have IEP's in this system.

Goals and Accommodations: Provides an interface for accessing goals/accommodations and reporting progress on goals.

Student Records: Provides an interface for editing student-specific demographics, process/purpose and viewing historic Case Conference reports.

Editing Account Properties (My Account)

Welcome, Doe, John
(DistrictAdmin)

🏠 Home | 🌐 My Account | 🖥 Resources/Support | 🔒 Logout | 🖨 Print Queue

Clicking the My Account option will display the following Account Information window, allowing an individual user to modify various properties of his or her account. This option is available to all users, including non-administrative accounts.

Users may modify First/Last name.

Users may NOT modify username.

Users may modify password.

Users may modify email address.

Users may activated/deactivate the use of the electronic signature pad. Unchecking this box will disable any prompts for electronic signatures within an ISTART7 IEP.

Users may modify the number of users displayed (administrators only) and number of students displayed per page, as well as specify sorting options.

Once desired changes are made, click SAVE, or the Red "X" to cancel.

Account Information   X

User Info:

First Name:	Edna
Last Name:	Krabappel
Username:	ednakrabappel
Password:	(✏ Change Password)
Email Address:	ekrabappel@somescho

Settings and Preferences:

Electronic Signature Pad: ☐

Students Per Page: 50

Student Sort: Student Name ▾

💾 Save

For Administrators

User Accounts

User accounts can be divided into two broad categories of **Administrative** and **Teacher**.

Teacher Accounts

- Are assigned a "Role" of Teacher.

- Do NOT have access to the Administration panel on the "My Dashboard" page.

- May only modify own account properties via the "My Account" option on the "My Dashboard" page.

- May, in most cases, build caseload lists for self by claiming students from the Add/Find Student option.

Administrative Accounts

- Are assigned a "Role" of School Administrator (SA), District Administrator (DA) or Planning District Administrator (PDA).

- Represent users who manage and maintain all user accounts, including security permissions.

- Have the same tools available as teachers for assessment purposes, but also have access to the Administration panel on the "My Dashboard" page.

- May modify the settings/properties of any other account that has a lesser security role (For example, a PDA can modify the properties of a DA, SA, or Teacher).

Non-administrative teacher accounts do not see the Administration panel on the "My Dashboard" page.

For Administrators
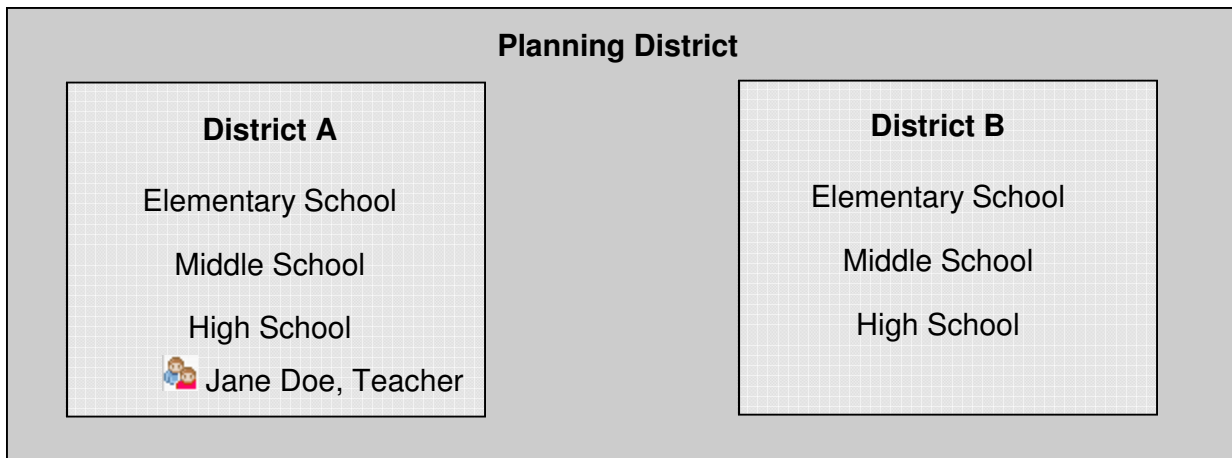
v1.2
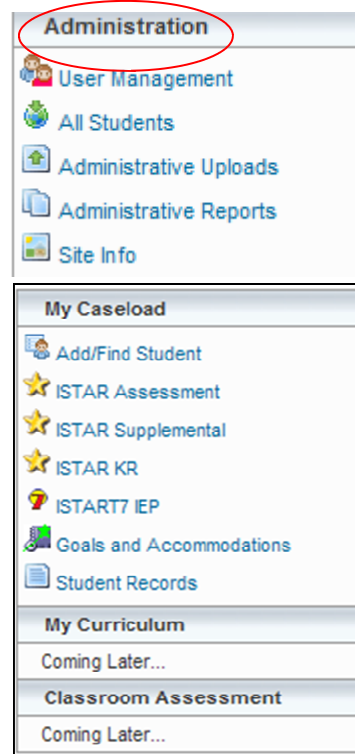
System Hierarchy and User Roles

User roles determine general security within the system.   As a general rule, roles are built around a logical hierarchy that mirrors the public education system. This hierarchy includes:

Planning Districts (PDA): Special Education entities which service one or more districts.
This includes cooperatives and interlocals.

Districts (DA): A collection of individual school buildings within a geographical area.
Also called school corporations or local eduction agencies (LEA).

Schools (SA): Individual locations/physical buildings which contain students accounts and
user accounts.

Users: Represent administrative and non-administrative accounts.

Planning District

District A	District B
Elementary School	Elementary School
Middle School	Middle School
High School	High School
Jane Doe, Teacher	

The system hierarchy consists of Planning Districts which contain one or more districts.
Each district contains one or more schools, and schools contain users.

This hierarchy forms a parent/child relationship. Planning Districts are the "parents" of Districts. Districts are the "parents" of Schools, and Schools are the "parents" of Users. This forms a specific hierarchy with the following rules:

Planning Districts may only contain Districts

Districts may only contain Schools

Schools may only contain Users

The hierarchy is maintained and modified by ICAN Project staff. While system users will not interact directly with the hierarchy, the security parameters are dependent on the levels of the ROLES. The school in which the account is created is referred to as the account's "Home School".

For Administrators

ISTAR/ISTART7 Administration

User Roles

When assigning a role to a user, consider the following:

- The type of role will determine the general security for the user, based on where the role applies within the hierarchy.

- An administrator may assign a role "up to", but not above his or her own role. For example, a DA can assign the role of Teacher, SA, and DA, but not PDA.

- Certain roles come with certain default security settings.

- With some roles, the school in which the account is placed will affect security.

User Roles Details and Defaults

Role	Default Rights	Special Considerations
Teacher	• Will have access to all students within the "Home School" of the account	• No administrative access • May need to be given additional school access
School Administrator (SA)	• Will have administrative access to home school only	• May need to be given additional school access
District Administrator (DA)	• Will have administrative access to all schools contained within the district of the home school of the account	• Consider if access to all schools in the district is really necessary • Be sure to create the account within a school contained by the district to which the account should have administrative access
Planning District Administrator (PDA)	• Will have administrative access to all schools contained in all districts within the Planning District	• Consider if access to all schools in the Planning District is really necessary

Keep in mind that a role defines two things:

1. What a user can do.

2. Where a user can do it.

What a user can do is determined by the type of role granted, either non-administrative (teacher) or administrative (SA, DA, or PDA). The scope of the hierarchy given to an administrative role defines the buildings where this access is granted. For example, an SA and PDA   account have the same administrative tools available from the Administration menu (with the exception of some reporting options). The only difference is where the account can implement the tools. An SA is restricted to an individual building unless given additional access, but a PDA can use the administrative tools in ANY building/school serviced by the Planning District.

Additional School Access

All accounts can also be given additional school access by an administrator. This is used when the default scope restrictions of an account need to be extended. A classic example is a teacher account needing access to another school.

The default scope of the hierarchy given a teacher account is "Home School" of the account. Without assistance from an administrator, the teacher cannot access students in other schools. In many instances, specifically within special education, a teacher may need access to several schools within a District or Planning District. An administrator may modify the default "Home School Restriction" by extending the scope of the teacher account to include other schools.

The same holds true for an SA account. The default scope limits a SA account to a single school. A DA or PDA can grant additional school access to an SA account, allowing the account to implement administrative rights beyond the account's Home School.

For Administrators

User Management

Creating new user accounts

- Click **User Management** from the **Administration** tool box.

- Choose the **Add New User Account** tab.

- Enter the user's **First Name** and **Last Name**.

- Enter a **User Name** for the account.

- Enter a **Password** and repeat the entry for **Confirm Password**.

- Enter the **Email Address** of the user.

- Choose a role.

- Click the drop down boxes next to the **District** and **School** to choose the appropriate location for the account.

- (Optional) - To give additional school access, click **Add Item,** then locate the new school in the drop down menu and click **Save**.

- Click **Save**.

- Roles can be assigned UP TO the security level of the person creating the account.

- PDA's will have administrative rights throughout the planning district where the account resides, so the school placement of the account is irrelevant.

- DA's will have administrative rights to all schools within the district, so the school placement of the account is irrelevant, as long as it is placed within a school contained by the district where the DA should have administrative rights.

- SA's will have administrative capabilities in the school where the account resides. Teacher accounts will have access to add the students in the school where the teacher account resides. Both SA's and Teachers can be given additional school access.

- Usernames must be unique within the system. If the username is already in use, a notification will prompt for a different username. For example, if jsmith is in use, something like jsmith99 might be available.

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User Management

Editing Existing Accounts

- Click **User Management** from the **Administration** tool box.

- If necessary, click **Current User Accounts** tab.

- If the user's Home School is unknown, verify that SHOW ALL is selected. Select "In District/School" to narrow your search to a particular district or building.

- Narrow the search further by selecting "Active Only" or "Admin Only".

- Type the Last Name of the account in the Last Name text box. Provide the first few characters if the exact spelling is not known.

- Click the SEARCH button. [🔍 **Search**]

	Name	Username	School	Role	Last Login	Access Log
✏ ⊗	John Doe	jdoe	Administrative Services Center	Teacher		📥
✏ ⊗	Jane Doe	jadoe	Pike High School	Teacher	10/15/2002 2:51:24 PM	📥
✏ ⊗	Jack Doe	Jackd	Fishback Creek Public Academy	Teacher	4/24/2008 12:57:23 PM	📥

- From the search results, click the pencil to the left of the name of the user account to edit.

- Make desired changes to the "Edit User Account" window that is displayed.

- Click SAVE to commit changes.

- The Username field cannot be edited.

- Some changes may not apply until the user logs out of the system.

User Management

Deactivating Accounts

- Click **User Management** from the **Administration** tool box.

- If necessary, click **Current User Accounts** tab.

- If unsure of the user's Home School, verify that SHOW ALL is selected. "In District/School" may be selected to narrow the search to a particular district or building.

- Narrow your search further by selecting "Active Only" or "Admin Only".

- Type the Last Name of the account in the Last Name text box. Provide the first few characters if the exact spelling is not known.

- Click the SEARCH button. 🔍 **Search**

	Name	Username	School	Role	Last Login	Access Log
✏️ ⊗	John Doe	jdoe	Administrative Services Center	Teacher		📥
✏️ ⊗	Jane Doe	jadoe	Pike High School	Teacher	10/15/2002 2:51:24 PM	📥
✏️ ⊗	Jack Doe	Jackd	Fishback Creek Public Academy	Teacher	4/24/2008 12:57:23 PM	📥

- From the search results, click the Red "X" icon. ⊗

- Select OK at the "Are you sure you want to proceed" prompt.

- Deactivating an account disables the user's login. It does not delete the account (accounts cannot be permanently deleted).

- Deactivation will reset most security settings. For example, a deactivated teacher who is reactivated may need to be granted access to certain areas of the application again.

How To For Administrators

User Management

Reactivating Accounts

- Click **User Management** from the **Administration** tool box.

- If necessary, click **Current User Accounts** tab.

- If unsure of the user's Home School, verify that SHOW ALL is selected. Select "In District/School" to narrow the search to a particular district or building.

- Narrow the search further by selecting "Active Only" or "Admin Only".

- Type the Last Name of the account n the Last Name text box. If unsure of the spelling, provide the first few characters.

- REMOVE THE CHECK FROM ACTIVE ONLY.

- Click the SEARCH button.

- From the search results, click the Reactivate User icon.

- Select OK at the "Are you sure you want to proceed" prompt.

User Management

Granting Additional School Access

- Click **User Management** from the **Administration** tool box.

- If necessary, click **Current User Accounts** tab.

- If unsure of the user's Home School, verify that SHOW ALL is selected. Select "In District/School" to narrow the search to a particular district or building.

- Narrow your search further by selecting "Active Only" or "Admin Only".

- Type the Last Name of the account in the Last Name text box. If you are unsure of the spelling, provide the first few characters.

- Click the SEARCH button.

	Name	Username	School	Role	Last Login	Access Log
✏ ⊗	John Doe	jdoe	Administrative Services Center	Teacher		⬇
✏ ⊗	Jane Doe	jadoe	Pike High School	Teacher	10/15/2002 2:51:24 PM	⬇
✏ ⊗	Jack Doe	Jackd	Fishback Creek Public Academy	Teacher	4/24/2008 12:57:23 PM	⬇

- From the search results, click the pencil to the left of the name of the user account to grant additional school access.

- Under Additional School Access, select the District containing the target school. Then select the school to which access will be granted.

- Click the ADD ITEM button to add the school to the Additional School Access grid of the user.

- Continue adding additional schools, if desired.

- Click SAVE.

Student Management

All Students – Assign/Reassign students to teachers

– Click **All Students** from the **Administration** tool box.

– Provide any desired filters to narrow your search.

– If necessary, provide the last name of the student. Clicking SEARCH without a last name will display all students alphabetically.

– Click the SEARCH button.

Students returned in the search results will have different icons in the ACTIONS column, depending on their current assignment status. The Icons presented give access to all tools available to the Teacher of Record. Unassigned students will have an "Assign Student to Teacher" icon and a "View Access Log" icon.

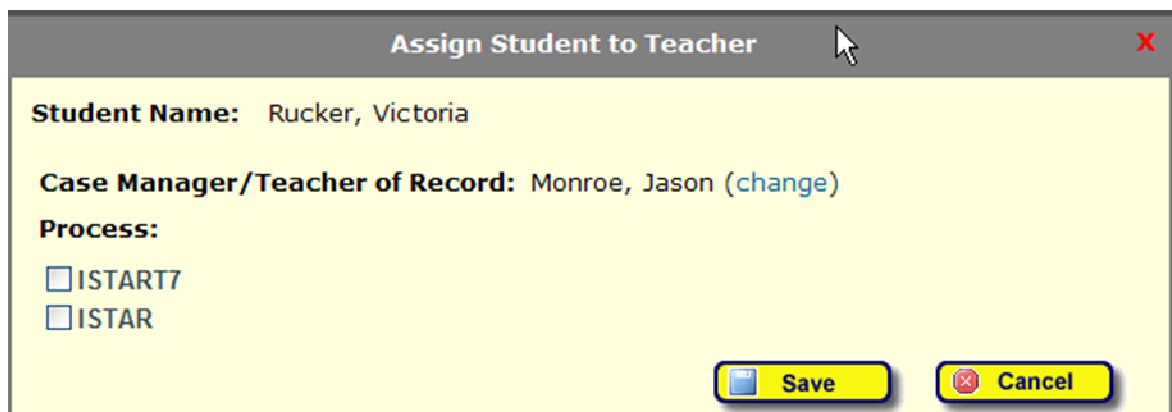| Student Name▲	District	School	Grade	Birthdate	TOR	Actions
Training6, Doe	Indiana Department of Education	Training	06	01/06/2001	Unassigned	
Training8, Doe	Indiana Department of Education	Training	06	01/08/2001	Unassigned	

Students already belonging to a teacher will have a "Reassign" icon, a "Remove from List" icon, and a "View Access Log" icon.

	Student Name	District	School	Grade	Birthdate	TOR	Actions
☐	Training16, Doe	Indiana Department of Education	Training	08	01/16/2001	J, M	
☐	Training17, Doe	Indiana Department of Education	Training	08	01/17/2001	J, M	

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Student Management

All Students – Assign/Reassign students to teachers (cont)

- To assign an unassigned student to a teacher, click the "Assign Student to Teacher" icon, the Teacher of Record (TOR) will default to the user who adds the student. To change TOR, click on CHANGE and a new screen will appear. Type the teacher's last name in the LAST NAME box and click the SEARCH icon. From the results, CLICK THE DESIRED TEACHER **even if only one is returned** and click NEXT. Select the appropriate process and follow the instructions (if any). Choose SAVE or CANCEL.

Assign Student to Teacher   X

Student Name: Rucker, Victoria

Case Manager/Teacher of Record: Monroe, Jason (change)
Process:

☐ ISTART7
☐ ISTAR

[Save]   [Cancel]

- To reassign a student from one TOR to another, click the Reassign Student icon, type the teacher's last name in the LAST NAME box and click the SEARCH icon. From the results, CLICK THE DESIRED TEACHER **even if only one is returned** and click NEXT.

Student Management

All Students – Removing a student from ALL teacher's

- Click **All Students** from the **Administration** tool box.

- Provide any desired filters to narrow the search.

- If necessary, provide the last name of the student. Clicking SEARCH without a last name will display all students alphabetically.

- Click the SEARCH button. Search

- From the search results, locate the student you wish to remove, and click the Remove From List icon.

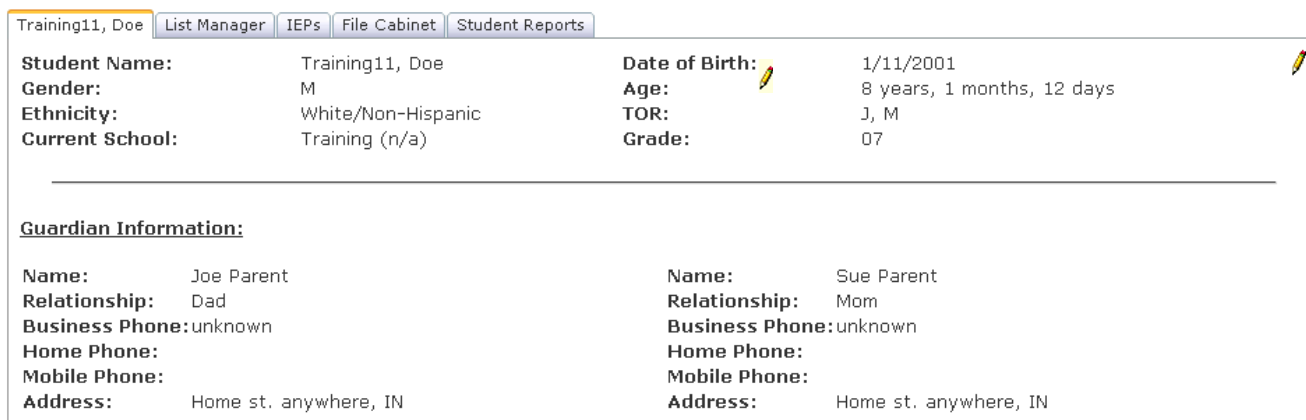|	Student Name	District	School	Grade	Birthdate	TOR	Actions
☐	A, Teststudent2	Indiana Department of Education	ICAN Development Team	06	02/16/1994	Ann Teacher	

NOTE: When an administrator uses the REMOVE FROM LIST option, the student will be REMOVED FROM ALL TEACHERS' LISTS. This disassociates the student from any teacher having access, including TOR, any teachers granted additional access to the student via ISTAR, or any teacher having access to the student's ISTART7 IEP. If access to the student is needed in the future, any teacher with access rights to the school of the student will be able to claim the student as TOR. Security and access will need to be reestablished for any other teacher needing access.

When a teacher uses the REMOVE FROM LIST feature, it only removes the student from the individual teacher's list.

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Student Management

All Students – Modifying/Viewing Student Records

- Click **All Students** from the **Administration** tool box.

- Provide any desired filters to narrow your search.

- If necessary, provide the last name of the student. Clicking SEARCH without a last name will display all students alphabetically.

- Click the SEARCH button.

- From the search results, locate the student to view and click the **Student Records** icon.

- Click on the first tab and click on the pencil to edit student and/or guardian information.
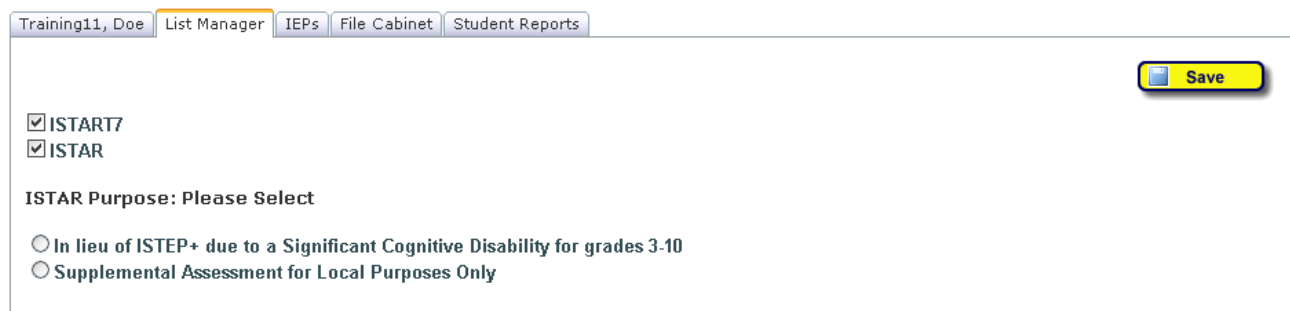
| Training11, Doe | List Manager | IEPs | File Cabinet | Student Reports |

Student Name:	Training11, Doe	Date of Birth:	1/11/2001
Gender:	M	Age:	8 years, 1 months, 12 days
Ethnicity:	White/Non-Hispanic	TOR:	J, M
Current School:	Training (n/a)	Grade:	07

Guardian Information:

Name:	Joe Parent	Name:	Sue Parent
Relationship:	Dad	Relationship:	Mom
Business Phone:	unknown	Business Phone:	unknown
Home Phone:		Home Phone:	
Mobile Phone:		Mobile Phone:	
Address:	Home st. anywhere, IN	Address:	Home st. anywhere, IN

- Click on List Manager tab to view/update.

| Training11, Doe | List Manager | IEPs | File Cabinet | Student Reports |

Save

☑ ISTART7
☑ ISTAR

ISTAR Purpose: Please Select

○ In lieu of ISTEP+ due to a Significant Cognitive Disability for grades 3-10
○ Supplemental Assessment for Local Purposes Only

- Click on IEP's tab to view current and historical records.

- Click on File Cabinet tab to view uploads and records.

- Click Student Records to create/print historical ISTAR reports.

How To For Administrators

Student Management

All Students - Modifying Access Rights

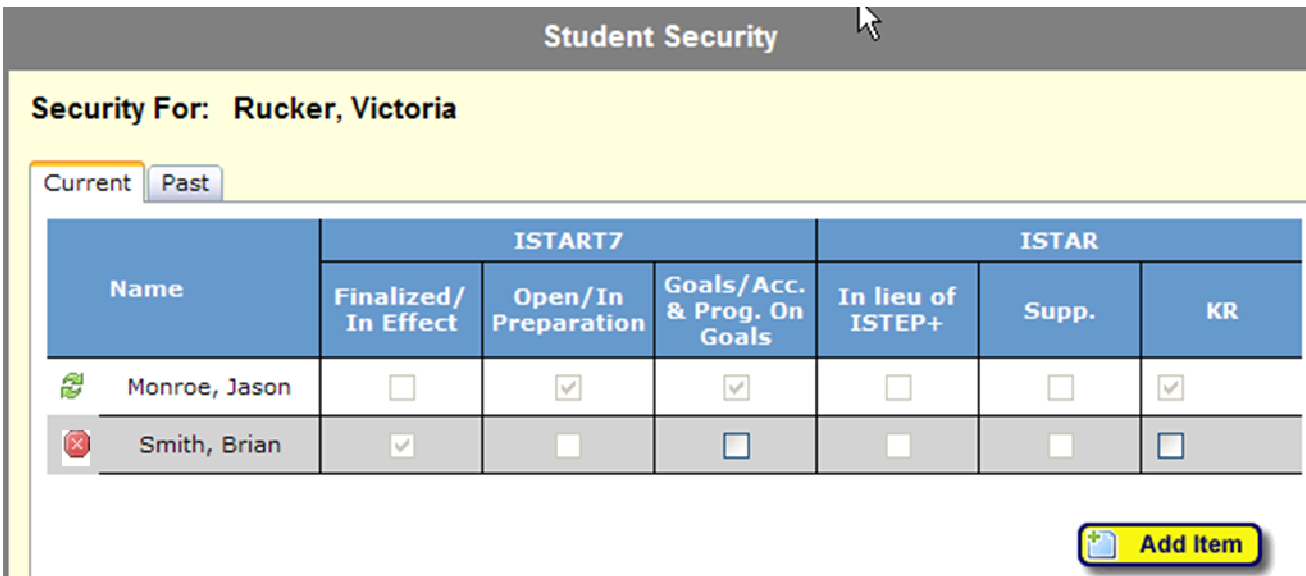Access to students is done via the SET SECURITY AND ACCESS icon. 🔒

This icon is available to both Administrators (via the ALL STUDENTS page) and TOR's (via either ISTAR caseload list, or the ISTART7 caseload list).

The STUDENT SECURITY page contains two tabs, Current and Past.

By default, the TOR will be given access to ISTART7 and/or ISTAR (depending on which processes were chosen). This account will have a reassign icon. 🔄

Additional teachers can be added:

1. Click the ADD ITEM button.

2. Type the last name of the teacher to grant access and click the search icon.

3. From the returned results, click the teacher's name **even if only one is returned** and a SAVE button will appear (click save).

4. Assign access to newly added teacher by clicking the appropriate checkboxes. (Note: Certain access can only be added within the ISTART7 CC and will be inaccessible on this page.)

Student Security

Security For: Rucker, Victoria

| Current | Past |

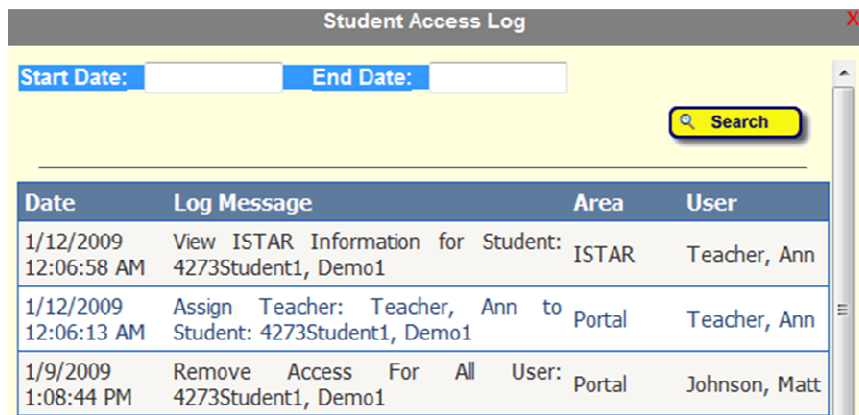| Name	ISTART7			ISTAR		
	Finalized/ In Effect	Open/In Preparation	Goals/Acc. & Prog. On Goals	In lieu of ISTEP+	Supp.	KR
🔄 Monroe, Jason	☐	☑	☑	☐	☐	☑
❌ Smith, Brian	☑	☐	☐	☐	☐	☐

Add Item

5. When finished, click FINISHED at the bottom of the page.

Users with a "RED X" to the left of names can be removed by clicking the RED X. Changes to this page are immediate and there is no save button.

All Students – Viewing Student Access log

- Click **All Students** from the **Administration** tool box.

- Provide any desired filters to narrow the search.

- If necessary, provide the last name of the student. Clicking SEARCH without a last name will display all students alphabetically.

- Click the SEARCH button.

- From the search results, locate the student to view and click the **Student Access log** icon.

The access log will display various system events and a list of other teachers who have accessed the student. Some recorded events include accessing the IEP, rights assignments, viewing of records, and creation/deletions of IEP'S.

- If desired, provide a date range and click SEARCH.

How To For Administrators